

Block 1: General Info, affirmations, overview

Connecticut Office of
Early Childhood

Q1.2.

SCHOOL READINESS GRANT FY 24 CONTINUED FUNDING APPLICATION

This Application must be submitted in its entirety

no later than 5:00 pm on Thursday, May 4, 2023.

Before you begin, please take a few moments to review these helpful guidelines to assist you in successfully completing and submitting this application.

Please note that this application does not need to be completed in its entirety in one sitting. It may be saved and completed over multiple sessions and **does not** have to be completed at the same computer.

- **You will be able to download a PDF of your responses once you submit your survey. Please review instructions on the Certification Page.**
- **Do not move beyond the Certification Page unless you are ready to submit this application.**
- **Once the application is submitted, changes cannot be made.**

**Please click on the link below to download and review the
SCHOOL READINESS CONTINUED FUNDING APPLICATION BASIC
REQUIREMENTS CHECKLIST**

**[FY 24 SCHOOL READINESS APPLICATION BASIC REQUIREMENTS
CHECKLIST](#)**

Questions or Concerns?

Contact SR Program Managers, Cheryl Cyr Sparks at
Cheryl.Sparks@ct.gov or
Christy Gademsky at Christina.Gademsky@ct.gov

Q1.3.

Equal Opportunity Employer

The Connecticut Office of Early Childhood is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Office of Early Childhood does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws.

The Office of Early Childhood does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.

Inquiries regarding the Office of Early Childhood's nondiscrimination policies should be directed to:

Jordan Kubik
Equal Employment Opportunity Specialist
State of Connecticut Department of Education
Suite 1501
450 Columbus Boulevard
Hartford, CT 06103
jordan.kubik@ct.gov

860-713-5509

Q1.4.

Freedom of Information Act

All of the information contained in the grant application submitted in response to the School Readiness Grant Program is subject to the provisions of the Freedom of Information Act (FOIA), C.G.S. Sections 1-200 et seq. The FOIA declares that except as provided by federal law or state statute, records maintained or kept on file by any public agency, as defined in the statute, are public records and every person has the right to inspect and receive a copy of such records.

- Affirmation the School Readiness Council understands this application is subject to the provisions of the Freedom of Information Act.**

Q1.5.

PRIORITY AND COMPETITIVE SCHOOL READINESS CONTINUED FUNDING COMMUNITY APPLICATION

Legislative Authority

Connecticut General Statutes

Sections 10-16o through 10-16r and Sections 10-16t through 10-16u

SCHOOL READINESS COUNCIL RECOMMENDATIONS FOR FY24 FUNDING

The intent of this application is for School Readiness Councils to request FY24 continued funding for programs that received School Readiness funding during FY23.

Completion of this application notifies the Office of Early Childhood (OEC) that the Council has ensured each sub-grantee recommended for continued funding has met the OEC requirements for School Readiness. Refer to the [OEC State-Funded Program General Policies](#) and OEC State-funded Reporting Requirements and Protocol to review these requirements.

Only current sub-grantees approved to receive FY23 School Readiness funding may be included in this application. New programs that were not approved for FY23 funding are not eligible.

Sub-grantees approved for FY23 School Readiness funding may request to shift a portion or all of their spaces from a currently funded School Readiness site to another School Readiness funded site operated by the sub-grantee.

Sub-grantees approved for FY23 School Readiness funding may request to shift a portion or all of their spaces from a currently funded School Readiness site to a new site location for FY24. Evidence of compliance with School Readiness requirements must be demonstrated for the new site prior to approval and implementation.

Councils may elect to reallocate spaces between currently funded sites to maximize utilization and better meet the needs of families in the community.

The effective date for all OEC approved space and funding changes included in this application is July 1, 2023.

Q1.6.

RE-ALLOCATION OF UNDERUTILIZED SCHOOL READINESS SPACES

The Office of Early Childhood is currently developing a policy for the reallocation of underutilized spaces between districts. The process outlined in this policy will be implemented concurrently with the FY24 School Readiness Continued Funding Application process. Communities demonstrating need that are currently maximizing utilization of their School Readiness-funded spaces will have the opportunity to request additional spaces for currently funded programs in their community. Additional information will be provided as it becomes available.

Q1.7.

SCHOOL READINESS OVERVIEW AND DESCRIPTION

Download and review the [**SCHOOL READINESS OVERVIEW AND DESCRIPTION**](#) document which includes the purpose of the program outlined in the Connecticut General Statutes as well as a description of Space Types and Rates, Monitoring Requirements and Reports, and Eligible Recipients for the program.

Affirmation the Liaison and School Readiness Council have reviewed the School Readiness Overview and Description document and have met the requirements outlined therein.

Block 2: SR Grant Application

Q2.1.

SCHOOL READINESS FY24 CONTINUED FUNDING APPLICATION

This grant is supported by the Connecticut Office of Early Childhood

GRANT PERIOD

July 1, 2023 to June 30, 2024

Q2.2. **GRANTEE NAME**

Q2.3. **APPLICATION CONTACT PERSON**

(School Readiness Liaison/Grant Application Contact)

Name

Title

Address**City****Zip Code****Telephone****E-mail**

Q2.4.

ADMINISTRATION, COORDINATION AND EVALUATION OF THE GRANT

Section 10-16p (g) of the C.G.S. requires each School Readiness community to “*designate a person to be responsible for such coordination, program evaluation and administration and to act as a liaison between the town and the Commissioner of the Office of Early Childhood.*”

Liaison Name**Liaison Phone**

Alternate Liaison Phone (optional)

Liaison Email

Q2.5.

ROLE OF THE LIAISON

Per [GP C-01](#), the liaison is responsible for the coordination, program evaluation and administration of the School Readiness Grant and serves as liaison between the local or regional SRC and the OEC. One of the primary responsibilities is to recruit eligible programs for potential funding.

MONITORING SUB-GRANTEE COMPLIANCE WITH GRANT REQUIREMENTS

The responsibilities of the Liaison also include conducting regular site visits to monitor compliance with all of the School Readiness grant requirements and develop action plans for improvement as appropriate. The areas to be regularly monitored include:

- o Fiscal and policy compliance
- o Staff qualifications
- o Attendance
- o Family fees
- o Annual State Single Audits required for programs receiving \$300,000 or more of state funds
- o Curriculum and assessment
- o Accreditation and approval timelines
- o Licensing
- o Professional development activities
- o Program adherence to all School Readiness components

Affirmation monitoring of FY23 School Readiness funded program sites has been conducted and evidence of compliance with these requirements has been observed for each School Readiness funded program site recommended for continued funding.

Q2.6. FISCAL AGENT

Name of Fiscal Agency

Address

City

Zip Code

Federal ID #

Agency Contact Name

Agency Contact Email

Phone

Q2.7.

ROLE OF THE FISCAL AGENT

Conduct fiscal related activities for all grants awarded to programs through the fiscal agent including but not limited to:

- Submission of budgets, budget revisions, fund requests and project-end Final Expenditure Report in eGMS;
- Distribution of Administrative, Quality Enhancement and funds earned by programs for services provided, complete the project-end Final Expenditure Report.
- Distribution of additional grant funds awarded to School Readiness funded program through eGMS.

- Affirmation the Fiscal Agent is aware of their role and responsibility for completing the fiscal activities required of this grant in a timely manner to ensure the prompt distribution of these funds; and that the fiduciary's governing body does not hold decision-making authority regarding the administration, coordination, or evaluation of the School Readiness Grant, including funding decisions.**

Q2.8.

SCHOOL READINESS COUNCIL ACCOUNTABILITY AND STRUCTURE

As outlined in the School Readiness Statute under C.G.S. section 10-16r (b), the local SRC shall:

Make recommendations to the chief elected official and the superintendent of schools on issues relating to School Readiness, including any applications for grants pursuant to sections 10-16p, 10-16u, 17b-749a and 17b-749c of the C.G.S.;

- foster partnerships among providers of School Readiness programs;
- cooperate with the Connecticut Office of Early Childhood (OEC) in any program evaluation, use measures developed pursuant to section 10-16s of the C.G.S. for purposes of evaluating the effectiveness of School Readiness programs;
- identify existing and prospective resources and services available to children and families;
- facilitate the coordination of the delivery of services to children and families, including (1) referral procedures, and (2) before-and after-school child care for children attending kindergarten programs;
- exchange information with other SRCs and community organizations serving children and families;
- make recommendations to school officials concerning the transition from School Readiness programs to kindergarten; and
- encourage public participation.

Click this link to download and review additional information:

[GP_C-01_SR Council Membership, Responsibilities and Role of the Liaison](#)

- Affirmation the Liaison and Council have reviewed GP-C-01 and understand their roles and responsibilities.**

Q2.9.

SCHOOL READINESS COUNCIL MEMBERSHIP

In order to satisfy the School Readiness Statute under Connecticut General Statutes (C.G.S.) section 10-16r (a), In order to satisfy the School Readiness Statute under Connecticut General

Statutes (C.G.S.) section 10-16r (a), the chief elected Official of the town or, in the case of a regional school district, the chief elected officials of the towns in the school district: and the superintendent of schools for the school district shall jointly appoint and convene such council. Each school readiness council shall be composed of:

- The chief elected official, or the official's designee;
- The superintendent of schools, or a management level staff person as the superintendent's designee;
- At least twenty-five percent of the membership of the school readiness council shall be parents or guardians of children eligible to attend a school readiness program
- Representatives from local programs such as Head Start, child care providers receiving state financial assistance pursuant to section 8-210, family resource centers, nonprofit and for-profit child care centers, group child care homes, prekindergarten and nursery schools, and family child care home providers;
- A representative from a health care provider in the community;
- The local homeless education liaison designated by the local or regional board of education for the school district, pursuant to Subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act, Substitute House Bill No. 6559 Public Act No. 21-172 18 of 37 42 USC 11431 et seq., as amended from time to time;
- A representative from a workforce or job training entity in the community;
- A representative from a local business in the community; and [(7)]
- Other representatives from the community who provide services to children.

Refer to [GP C-01](#) for additional information relating to SRC membership, role and responsibilities.

- Affirmation the Liaison and Council Chairs are aware of the School Readiness Council membership requirements and these requirements have been met.**

Q2.10. By checking each of the items below, the Council and Liaison acknowledge their roles and responsibilities relating to the submission of

data and information to the OEC including but not limited to:

- Monthly Reports via ECE Reporter in accordance with submission dates established by the OEC.**
- Requests relating but not limited to fiscal data, utilization, attendance, staffing, child enrollment and family income**
- Changes in program site licensing status**
- Changes in program site contacts and/or contact information.**
- Changes to the role and/or contact information for the Liaison, Fiscal Contact and Council Chair(s)**
- Loss of program site accreditation**
- Changes requiring OEC Program Manger approval prior to the implementation of changes including relocation of a program site, reallocation of spaces between program sites or programs, conversion of space types, addition of program sites.**
- Grantees are required to participate in all state-level evaluation activities.**

Q2.11.

STAFF QUALIFICATIONS AND EARLY CHILDHOOD PROFESSIONAL REGISTRY

Staff Assigned as DQSMs who do not meet QSM requirements

Click on this link to review:

[STAFF QUALIFICATIONS AND REGISTRY REQUIREMENTS OVERVIEW](#)

Programs should actively support staff to achieve QSM requirements: provide guidance and track progress in individual and program-wide professional development plans

[also see NAEYC Program Standards and Accreditation Assessment Items – Standard 6 Topic Area D – Ongoing Professional Development; and OEC licensing regulations – Staffing 19a- 79-4a(g)]. Staff enrolled in degree programs have a **Plan Of Study (POS)** developed and regularly updated with the staffer’s college advisor. The POS should be regularly reviewed and referenced during professional development plan check ins. Staff should make measurable progress toward qualifications goals, keeping in mind that the ultimate goal is for 100% DQSM staff to have their ECE bachelor degree by July 1, 2029.

Select one:

- All DQSMs meet QSM requirements – POS are not applicable**
- POS are evident for all DQSMs who currently do not meet QSM requirements**
- POS are evident for some but not all DQSMs who currently do not meet QSM requirements**
- No evidence of POS for DQSMs who currently do not meet QSM requirements**

Q2.12.

SUB-GRANTEE DOCUMENT SUBMISSION FOR CONTINUED FUNDING

Programs are required to submit the following documents to the Liaison to ensure that updated information is on file at the local and state level.

These documents are not uploaded in this application and shall be maintained at the program and community level and made available to the OEC upon request.

Liaisons shall utilize the information obtained in the sub-grantee documents to complete and upload the Community Level documents found in the next section of this application.

**[\[PROGRAM\] SPACE AND FUNDING GRID FY24.xls](#)
(Do not include CDC Infant and Toddler Expansion Spaces)**

[PROGRAM] SR BUDGET WKBK FY24

(Do not include CDC Infant and Toddler Expansion Funds)

[PROGRAM] CONTACT AND DATA FY 24**[PROGRAM] SOA SIGNATURE PAGE FY24****SR STATEMENT OF ASSURANCES DOCUMENT****PROGRAM BUDGET OBJECT CODES****Block 3: School Readiness Council Uploads**

Q3.1.

COMMUNITY APPLICATION DOCUMENT UPLOADS

Include the name of community in the title of all documents uploaded.

All program/site names listed in documents MUST exactly match the name as it appears in the Early Childhood Professional Registry.

Q3.2.

SCHOOL READINESS COMMUNITY CONTACT AND DATA INFORMATION

Provide current contact and data information for program and district grant contacts.

Prior to submission, it is important to confirm all information provided is current and accurate.

COMMUNITY CONTACT AND DATA FY 24

Complete and upload the [COMMUNITY NAME] CONTACT AND DATA FY24 form

Q3.3.

COMMUNITY SPACE AND FUNDING REQUEST GRID

List the number of spaces requested for each individual approved school readiness site by space type. Funding amounts will automatically populate.

Total funding for the district may not exceed the preliminary allocation calculation provided by the OEC.

COMMUNITY SPACE AND FUNDING GRID FY24

Complete and upload the [COMMUNITY NAME] SPACE AND FUNDING GRID FY24 form

Q3.4.

SCHOOL READINESS GRANT FUNDS REQUESTED**SPACES:**

Funding value for the spaces being requested.

ADMINISTRATIVE FUNDS:

Funds for the administration, coordination and evaluation of the grant.

Do not include Admin Enhancement Grant fund amounts.

TOTAL SCHOOL READINESS FUNDS REQUESTED:

Q3.5.

SCHOOL READINESS COMMUNITY BUDGET

Applicants must complete the School Readiness Budget Justification Page (tab 1 of the SR Budget Workbook), providing a brief justification for each line item expenditure in the grant budget. The ED114 Budget Page (tab 2 of the SR Budget Workbook) will auto-calculate based on totals from the Budget Justification Page. Budgets will be entered in the Electronic Grant Management System (eGMS) and will require district and OEC approval for funds to become available.

For the purposes of this application, all funds requested for spaces shall be placed on line 500 in column B on the Budget Justification Page and the name and amount of funds allocated for each program shall be listed in the description. Upon receiving OEC Fiscal budget approval in eGMS, Grantees that also operate a School Readiness funded program are required to submit a budget revision in eGMS to spread the portion of the funds allocated for the program operated by the Grantee across all applicable budget lines.

Administrative Funds shall be spread across all applicable budget lines in column A on the Budget Justification Page.

An explanation of budget codes can be found here:

[COMMUNITY BUDGET OBJECT CODES](#)

[COMMUNITY BUDGET WKBK FY24](#)

Complete and upload the [COMMUNITY NAME] BUDGET WKBK FY24 form

Q3.6.

COMMUNITY ADMINISTRATIVE FUNDS MATCH

Administrative Costs: Each town shall designate a person to be responsible for the coordination, program evaluation and administration and to act as the Liaison between the Town and the Office of Early Childhood. The town may use up to five percent of the grant but no more than \$50,000 of the amount received, or if the town provides \$25,000 in local funding for early childhood education coordination,

program evaluation and administration, the town may use up to 10 percent but no more than \$75,000 for such coordination, program evaluation and administration provided that no funds received by a town shall be used to supplant federal, state or local funding received by the town for early childhood education.

If a community receives more than \$75,000 in admin, there may be a local match of up to \$25,000. If there is a local match, please upload a letter to the OEC indicating a local match and the amount. *This letter is not required to be signed by the Chief Elected Official. School Readiness Fiscal Agent Contact or Council Chair signature will be accepted.)*

Select one:

- Community provides a local match of up to \$25,000 (upload letter in Q 3.8 required)**
- Community is not eligible or elects not to provide a local match of up to \$25,000**

Q3.7.

Upload match letter if applicable

Block 4: Quality Enhancement RFP and Uploads

Q4.1.

**SCHOOL READINESS QUALITY ENHANCEMENT GRANT
FY 24 CONTINUED FUNDING APPLICATION**

This grant is supported by the Connecticut Office of Early Childhood

GRANT PERIOD

July 1, 2023 to June 30, 2024

Q4.2.

SCHOOL READINESS QUALITY ENHANCEMENT OVERVIEW AND DESCRIPTION

Please click on the link below to download and review the document which includes the purpose of the program outlined in the Connecticut General Statutes as well as priorities for funding and funding amounts.

[SCHOOL READINESS QUALITY ENHANCEMENT OVERVIEW AND ALLOWABLE USES](#)

Once you have reviewed this information, please check the box below to affirm you have read the attached document and shared with all relevant stakeholders.

- Affirmation the Liaison and Council have reviewed the School Readiness Quality Enhancement Grant Program Overview and Description and will follow the requirements outlined therein and have shared it with all relevant stakeholders.**

Q4.3.

SCHOOL READINESS QUALITY ENHANCEMENT FY 24 PROPOSED EXPENDITURES

- **Quality Enhancement activities approved through the FY23 Quality Enhancement Grant application will not change for FY24 and funds will continue to be expended in accordance with the allowable uses listed in the School Readiness Quality Enhancement Overview and Allowable Uses document.**

- **Quality Enhancement activities requested to be funded in FY24 will change and funds will continue to be expended in accordance with the allowable uses listed in the School Readiness Quality Enhancement Overview and Allowable Uses document.**

Q4.4.

ESTIMATED QUALITY ENHANCEMENT FUNDING REQUESTED
 (REQUEST MAY NOT EXCEED FY23 QUALITY ENHANCEMENT FUNDING ALLOCATION)

Quality Enhancement Funds Requested

Click to write Choice 2

Q4.5.

QUALITY ENHANCEMENT BUDGET

Using the QE budget workbook provided, indicate how the funds will be expended through June 30, 2023. There are no administrative, indirect

costs or carryover funds allowed.

Applicants must complete the Quality Enhancement Budget Justification Page (tab 1 of the QE Budget Workbook), providing a brief justification for each line item expenditure in the grant budget. The ED114 Budget Page (tab 2 of the QE Budget Workbook) will auto-calculate based on totals from the Budget Justification Page.

The fiscal agent shall manage the budget and request Quality Enhancement funds through the Electronic Grant Management System (eGMS).

Click on the links below to download and review the Quality Enhancement Budget Codes:

[QUALITY ENHANCEMENT BUDGET CODES](#)

[\[COMMUNITY\] QE VENDOR SUMMARY BUDGET WKBK FY24](#)

Complete and upload the [COMMUNITY NAME] QE VENDOR SUMMARY BUDGET WORKBOOK FY24

Block 5: Required Grant Signatures

Q5.1.

GRANT SIGNATURES, STATEMENT OF ASSURANCES & AFFIRMATIVE ACTION CERTIFICATION

If it is not possible to obtain board or similar approval prior to submission of the grant application, the official board approval or similar document should be sent

under separate cover, no later than June 1, 2023. Applications will not be considered complete until all required signature documents have been received.

Click next to the title of the documents that have **NOT** been uploaded into this application. Documents that are not submitted in this application must be submitted **to schoolreadiness@ct.gov no later than June 1, 2023.**

- School Readiness and Quality Enhancement Grant Signature Page
- Grantee Statement of Assurances Signature Page.
- Affirmative Action Certification

Q5.2.

SCHOOL READINESS AND QUALITY ENHANCEMENT GRANT APPLICATION SIGNATURE PAGE

[\[COMMUNITY\] SR AND QE GRANT SIGNATURE PAGE FY24](#)

**Complete and upload the [COMMUNITY NAME] SCHOOL READINESS
AND QUALITY ENHANCEMENT GRANT SIGNATURE PAGE FY24**

Q5.3.

CONNECTICUT OFFICE OF EARLY CHILDHOOD STANDARD STATEMENT OF ASSURANCES GRANT PROGRAMS

Click on the link below to download and review the Grant Statement of Assurances

[SCHOOL READINESS STATEMENT OF ASSURANCES DOCUMENT](#)

Q5.4.

[\[COMMUNITY\] SR GRANTEE SOA SIGNATURE PAGE FY24](#)

Complete and upload [COMMUNITY NAME] SCHOOL READINESS GRANTEE STATEMENT OF ASSURANCES SIGNATURE PAGE FY24

Q5.5.

AFFIRMATIVE ACTION CERTIFICATE

CERTIFICATION THAT CURRENT AFFIRMATIVE ACTION PACKET IS ON FILE

According to the Connecticut Commission on Human Rights and Opportunities (CHRO) **municipalities** that operate **school districts** and also file a federal and/or state Affirmative Action Plan(s) are exempt from the requirement of filing an Affirmative Action Plan with the Connecticut State Department of Education. **Agencies with an Affirmative Action Plan on file need to certify such by signing the statement below.**

Q5.6.

[COMMUNITY] AFFIRMATIVE ACTION CERTIFICATE FY24

Complete and upload the [COMMUNITY NAME] AFFIRMATIVE ACTION CERTIFICATE FY24

Certification Page and Submit Survey

Q6.1.

CERTIFICATION PAGE

Do not go past this page unless you intend to submit your application at this time.

Once submitted, you will not longer have access to this application.

There are no further questions in this application. Please be sure to go back and check that all questions have been answered.

After you certify below that all questions have been answered and you are sure you want to submit this application and click the "Next" button, your application will have been submitted.

The next page that appears after submission will be a summary response.

Click on the PDF icon at the top of the next page

to download & print your completed application.

Q6.2.



You will not be able to reopen this application once you respond to the questions below and click "Next".

Are you sure you want to submit this application?

Q6.3.

- By clicking here, I certify that I have answered every question to the best of my knowledge and belief and that all of the information contained herein this School Readiness Community application is truthful and accurate.

Q6.4.

- Yes, I am sure I want to submit this application.

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